USDA Farm to School Grant Program: *Implementation Grants*

March 12, 2014

For audio, dial 888-989-7679, passcode: 3915580.

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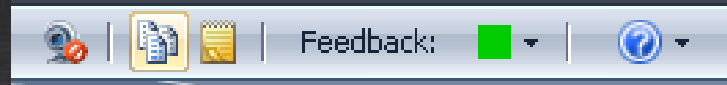# Today's Presenters

Matt Russell, *Grant Manager*

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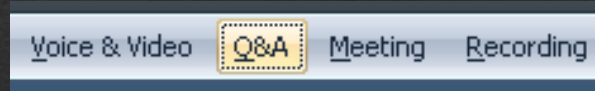
Kimberly Shields, *Grant Officer*

Housekeeping

- To access PDFs of the presentation slides:

- To make a comment or ask a question:

  » Type your question or comment using the Q&A tab
  » Ask your question or comment on the phone at the end of the webinar by pressing *1

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- The webinar will be recorded and available on the USDA Farm to School website

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Poll: Who is on the line?

Agenda

» Background Info

» Today's Topic: Implementation Grants

» Scoring

» Budget & Match

» Registration Process, Forms and Format

» Resources

» Questions?

Background Information

» What is farm to school?

» Authority and Purpose

» USDA Context

» Eligibility Requirements

» Types of Grants

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What is farm to school?

» Local Procurement

» Food, agriculture,

& nutrition-based curriculums

» Experiential activities:

school gardens, farm field trips,

cooking classes, science class, etc.

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Authority and Purpose

Authority

Authority for this grant program comes from the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), which amended Section 18 of the Richard B. Russell National School Lunch Act (NSLA) to establish a farm to school program.

Purpose

To improve access to local foods in eligible schools through grants and technical assistance.

Agency

The USDA Food and Nutrition Service (FNS) is charged with implementing the farm to school program.

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Local: Yours to Define

Vegetables

Meat, Poultry and Fish

Beans, Grains, and Flour

Dairy

Fruits

Eggs

USDA Context

Competitive Grants For:

» Training;

» Supporting operations;

» Planning;

» Purchasing equipment;

» Developing partnerships; and

» Implementing farm to school programs.

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USDA Context

Integrated

Best when an integrated approach is taken where cafeteria changes are supported and reinforced throughout the school learning environment.

Inclusive

As it relates to procurement, inclusive of many types of food producers, such as farmers, ranchers, and fishermen, as well as many types of food businesses, including food processors, manufacturers, distributors, and other value-added operations.

Ultimate vision

American school children have regular access to regionally sourced foods. School cafeterias championing U.S. agriculture and proudly promoting regionally sourced foods that meet or exceed school nutrition standards are the norm, not the exception.

General Eligibility Requirements

Who can apply?

Eligible schools (K-12 School Food Authorities (SFA's) that participate in the National School Lunch or Breakfast program);

» State and local agencies;

» Indian tribal organizations;

» Agricultural producers or groups of agricultural producers; and

» Non-profit entities.

For what kind of project?

Funding is intended only for those projects that will ultimately benefit children in grades <u>K-12</u> served through the <u>National School Lunch and Breakfast Program</u>.

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NOT eligible as lead entity:
- **Institutions of higher learning;**
- **Cooperative extension service;**
  - **My university is a non profit 501.c.3 – still not eligible**
  - **My extension program is a state agency – still not eligible**
- **Individual parents, individual teachers;**
- **Hospitals.**

Ineligible project types:
- **Pre-school or head start programs;**
- **Adult care programs.**

Types of Grants

Four Types of Grants

- **Planning grants – March 11,** *recording available soon*
- **Implementation grants – TODAY's Topic**
- **Support service grants – March 13, 1:00 p.m. ET**
- **Conference/Event grants – March 14, 1:00 p.m. ET**

Distribution of awards

- **Planning grants will represent approx. 25% of total grant funding**
- **Implementation and support service grants will represent approx. 75% of total grant funding**
- **$500,000 are available in conference/event grants. USDA expects to award at least one national level conference/event and one conference/event in each of the 7 FNS regions ($25,000 - $50,000 each)**
- **USDA will seek to ensure geographical diversity to the extent possible**

How many projects can I apply for?

- **You can serve as the lead on only one application. You must choose between submitting a planning grant or an implementation grant, and in either case, may only submit one application.**

- **HOWEVER, you may submit an application for a planning, implementation, or support service grant AND submit a conference/event letter of intent**

- **You may be listed as a collaborator or partner on more than one application.**

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Implementation Grants

- The basics
- Intent and who can apply
- Allowable activities
- Requirements and T&TA
- Evaluation protocols
- Priority consideration
- Requirements
- Proposal narrative

Implementation Applicants

- **Funding range = $65,000 - $100,000**
- **1-2 years**
- **Only 10% of the budget can go toward food costs (and only educational uses of food)**
- **25% match is required**

Important Dates

- **Application Deadline: 11:59 p.m. EST, April 30, 2014**
- **Award notices: Early FY 2015 (November 2014)**

Applications must be submitted via grants.gov

- **More information available on grants.gov website**

Intent and Who Can Apply

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Intended to

Help scale or further develop existing farm to school efforts.

Intended for

School districts or schools that are already operating farm to school programs where partnerships are established and early successes have accrued.

Who can apply?

K-12 SFA's, nonprofit private schools, charter schools, Indian tribal schools, others in National School Lunch or Breakfast Program.

Do we have to be participating in the National School Lunch & Breakfast Program?

YES.

Multi-district Submissions

In addition to individual submissions, USDA will consider submissions where a USDA investment might impact multiple SFA's and thus a broader geographic range than any one SFA might cover.

In this scenario, one lead SFA that is collaborating with multiple SFA's.

Allowable Activities

Activities such as:

- Bringing more value-added, minimally processed, regionally sourced meal components into the cafeteria;

- Solving distribution bottlenecks that limit the feasibility of sourcing more regionally produced items;

- Augmenting local food offerings by canning, freezing, storing or otherwise processing seasonal items for later use;

- Expanding farm to school programs beyond lunch to bring local or regional products into breakfast, snack, afterschool or dinner programs;

- Forming a buying group with other districts to increase purchasing power related to local foods;

- Conducting training of food services staff to augment skills related to food prep, safe handling and storing, etc.;

- Establishing new or strengthening existing community partnerships (e.g. working with culinary schools on training or menu development; partnerships with extension personnel to identify appropriate suppliers, etc.);

- Encouraging increased consumption of fruits and vegetables through promotional activities, taste tests, and other activities;

- Expanding experiential or agriculture-based learning opportunities, such as creation of school gardens, support to agriculture or food clubs, or increased exposure to on-farm activities;

- Developing integrated curriculum to reinforce food and nutrition-based learning throughout the school environment;

- Creating communications and outreach efforts that promote cafeteria changes and increase participation rates; and,

- Strategic planning efforts to expand or coordinate efforts across multiple districts.

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Requirements and T&A

Grant recipients will be required to:

- Participate in an orientation webinar and periodic webinars throughout the course of the Implementation grant.

- Attend one face-to-face meeting, possibly timed to coincide with a national conference that provides exposure to farm to school best practices and networking opportunities. (Applicants must include travel costs for at least one project representative, preferably the project director, in their grant budgets to attend this meeting.)

- Complete standardized evaluation activities as determined by USDA.

Priority Consideration

Free or Reduced Price Meals

HHFKA mandates that <u>priority consideration</u> be given to schools or school districts serving a high proportion of children who are eligible for free or reduced price meals.

Need a high percentage to apply?

No!

Priority Consideration

The selecting official will take into account the free and reduced price meal eligibility rates, but extra points will not be assigned.

Geographic Diversity

USDA will seek to ensure geographical diversity to the extent possible.

Requirements

MUST Have

- Evidence of existing community support
- Minimum of 3 letters of support detailing the degree to which your F2S efforts are supported by external partners
- 25% match of total project cost, in form of cash or in-kind contributions
- Will be deemed ineligible without three letters of support or without complete application materials submitted to grants.gov

ENCOURAGED to Have

- Funded collaborations where a USDA investment would be additive or readily leveraged
- Supply chain partnerships with regional producers, processors, manufacturers or distributors
- Evidence of F2S program maturity and/or success to date
- Submissions that reach more than one school are preferred
- Projects that include a focus on innovative procurement strategies are preferred

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Application

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Proposal Narrative

- **Farm to School Experience**
  - Procurement
  - Promotion
  - Experiential Learning
  - Curriculum Integration
  - Management Organization
  - Key Partners and Strategic Relationships
  - Evaluation Protocols
  - Lessons Learned to Date
- **The Project**
  - Proposed Project
  - Key Project Partners
  - Objectives, Activities, and Timeline
  - Evaluation Plan
  - Sustainability
- **Quality Assurance and Staffing**
  - Project Management and Quality Assurance
  - Staffing

Scoring

Scoring

- Initial screening for eligibility and completion
- Panel review: one external reviewer, two USDA employees

Criteria: Implementation Grants

- F2S Experience, Track Record   25 pts
- Alignment with F2S Program Goals   25 pts
- Project Design and Management   20 pts
- Evaluation   10 pts
- Sustainability and Transferability   10 pts
- Budget Plan   10 pts

Required Budget Forms

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SF-424A: Budget information (Completed online)

- Required form - Completed electronically on grants.gov

- A hard copy can also be downloaded from the grants.gov website

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Farm to School	10.575	$	$	$ 36,465.00	$ 12,980.00	$ 49,445.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 36,465.00	$ 12,980.00	$ 49,445.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Match	(3)		
a. Personnel	$ 14,000.00	$ 7,000.00	$	$	$ 21,000.00
b. Fringe Benefits	4,200.00	2,100.00			6,300.00
c. Travel	4,450.00	1,000.00			5,450.00
d. Equipment	0.00	0.00			0.00
e. Supplies	5,500.00	1,700.00			7,200.00
f. Contractual	5,000.00	0.00			5,000.00
g. Construction	0.00	0.00			0.00
h. Other	0.00	0.00			0.00
i. Total Direct Charges (sum of 6a-6h)	33,150.00	11,800.00	0.00	0.00	44,950.00
j. Indirect Charges	3,315.00	1,180.00			4,495.00
k. TOTALS (sum of 6i and 6j)	$ 36,465.00	$ 12,980.00	$ 0.00	$ 0.00	$ 49,445.00
7. Program Income	$	$	$	$	$ 0.00

Budget Narrative

For each line item, provide full details, such as:

- Salaries – By position, identify position title, percentage of time or hours dedicated to the project, and job duties.
- Travel – Identify number of trips, number of staff traveling, average cost per trip, purpose of trip(s), mode of transportation.
- If known, identify any sub-awardees (i.e. partners)
- Describe the activities including the related costs that the sub-awardee will perform

Be sure to provide an explanation as to how the line item amounts were derived; i.e. provide the calculations of the line item amount. Ex: Salary = $5000 ($50per hr x10hrs per wk x 10wks).

A sample budget narrative is available on the grant website: http://www.fns.usda.gov/farmtoschool/farm-school

Indirect Costs

Indirect costs are those costs benefiting more than the proposed grant project, such as utility costs for the project location, salary costs for the payroll clerk, etc.

» If claiming indirect costs, provide negotiated indirect cost rate approval letter

» An applicant may propose indirect costs within their budget proposal without an approved rate. However, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to the award.

Match

MUST provide
A 25% match of total project cost from non-federal sources
- Include a description in the budget narrative and identify the entity who will be providing the support
- Federal grant award + Match

Sample Calculation

Grant Request: $65,000
Match Amount: $25,000
Total Project Cost: $90,000
Match Percent: 27 % (match amount / total project cost)
USDA Percent: 72 % (grant request / total project cost)

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Examples

- **Cash** – salary paid to an employee of the partner organization for project related activities
- **In-kind** – value of loaned or donated equipment, based on fair market value or value of volunteer time spent on project activities.
    - Hourly wages should be based on the current wage rate in the community

Documentation of Matching Funds

- Time sheets of volunteer hours worked
- Documentation of the value of loaned or donated equipment, such as an invoice, property records, etc.

Registration, Forms, and Format

Required registrations

In order to submit a grant proposal on grants.gov, you must first register with the following:

- **Data Universal Numbering System (DUNS):** www.dnb.com, or 1-888-814-1435
  - Effective 10/1/10, all applicants and awardees for a Federal grant must obtain a universal identifier
  - Contact Dun & Bradstreet to obtain a number
    - http://fedgov.dnb.com/webform/displayHomePage.do
  - No fee
  - May take several days!

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Register with System for Award Management (SAM)
- After obtaining a DUNS number, applicant will need to register with SAM
  - To register, visit: www.sam.gov
    - Free on-line registration database
    - May take 3-5 business days

Register at grants.gov
- After obtaining a DUNS number and registering in SAM, applicant will need to register at grants.gov
- http://www.grants.gov/applicants/get_registered.jsp
  - No cost registration
  - Registration takes between 3-5 business days

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Required forms to be submitted

- Coversheet
- Budget Forms SF-424 Forms (SF-424, SF-424a, and SF-424b)
- Disclosure of Lobbying Activities (SF-LLL)
- Statement of Assurance Regarding Felony Conviction or Tax Delinquent Status

Required Format of Application

- Table of contents
- Narrative response (10-page max)
- Paper size 8 ½ x 11, 12pt font, Times New Roman or Arial, numbered pages

MUST be submitted via grants.gov by 11:59 p.m. EST, April 30, 2014!

- Tip: Submit your application 1 week early!
- Tip: Follow the rules regarding file naming conventions

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Confirm receipt and acceptance of your application:

- Grants.gov will send several confirmations

- Be sure to read all the confirmations carefully!

Farm to School Resources

- USDA Farm to School Website and E-Letter
  (at www.fns.usda.gov/farmtoschool)
- Email questions to farmtoschool@fns.usda.gov
- Farm to School Regional Leads

Questions?

Dial *1 on your phone or use the Q&A tab

Questions anytime at:
farmtoschool@fns.usda.gov
Or
202-720-0092 (Laura Brown)